

Board of Zoning Appeals Public Notice Sign Procedure:

The petitioner shall incur the cost of the purchasing, placing, and removing the sign. The sign must be placed in a highly visible and legible location from the road on the property that is involved with the public hearing.

The public notice sign shall meet the following requirements:

1. Must be placed on the subject property no less than 25 days prior to the public hearing
2. The sign must follow the sign design requirements:
 - Sign must be 24" x 36" – vertical
 - Sign must be double sided
 - Sign must be composed of weather resistant material, such as corrugated plastic or laminated poster board
 - The sign must be mounted in a heavy-duty metal frame
3. The sign must contain the following:
 - 12" x 24" PMS 1805 Red box with white text at the top.
 - White background with black text below.
 - Text used in example to the right, with Application type, Date*, and Time of subject public hearing

* The Date should be written in day, month, and date format. *Example:*
Monday, January 23
4. The sign must be removed within 72 hours of the Public Hearing conclusion



Public Notice Sign Placement Affidavit:

I (We) _____ do hereby certify that placements of the notice public hearing to consider Docket Number _____, was placed on the subject property at least twenty-five (25) days prior to the date of the public hearing at the address listed below.

STATE OF INDIANA, COUNTY OF _____, SS:

The undersigned, having bee duly sworn, upon oath says that the above information is true and correct as he is informed and believes.

(Signature of Petitioner)

Subscribed and sworn to before me this _____ day of _____, 20_____.

Notary Public

My Commission Expires: _____.